

J Codes The True Skinny

Effective July 1st, almost **one hundred** account codes were added to our accounting system. This is the single largest addition of account codes in the history of accounting services. If you have not run a list of account codes in the last few weeks (FWRCLST, choose Report A and enter today's date), then you might consider doing so.

J codes were created to make it easier to identify interdepartmental expenses. The interdepartmental revenue is not difficult to identify – it's clearly marked using account codes that begin with "H". However, the expense side uses the same Exxx codes that are assigned to items and services purchased from anywhere, allowing it to blend in and hide.

You see, when one Western department charges another Western department, the charging department does not receive "real G code revenue" or "real money." Reminds me of when my Dad used to pay me for mowing the lawn. The point is, the overall University revenue position does not increase when one department charges another for a good or service. In our previous accounting system, we designated the revenue from another department with an "H" code ("recharge") and we used an expense code (an "E" code) for the charge. The difficulty is that we have to report out to the state each year and we need to summarize interdepartmental recharges, as well as "real money" (G Codes) and interdepartmental expenses or the "sales to ourselves" to avoid showing total revenues and expenses that are higher than they really are. Our new J Codes reflect the interdepartmental expenses previously designated by E codes.

As a shorthand way of remembering it, if you are charging another department for a good or service, or being charged for a good or service, then you will be using an H charge to designate the revenue, and a J code to designate the expense:



"REAL" MONEY = Es + Gs
INTERDEPARTMENTALS = Js + Hs

As a side note, the Foundation and the Alumni (Chart 2 and 3 funds) are considered outside vendors since they are legally separate entities from the university. Charges to and from them are regular expenses and revenue (Es and Gs).



Announcing Web Access for your JPMorganChase® Corporate Travel Visa!

Corporate Travel Card holders may now access their accounts online via PaymentNet. With this access, cardholders may view account activity, electronic statements, and historical reports. They may also make electronic payments, choose electronic statement notification, and turn off paper statements.

So if you have a current JPMorganChase Corporate Travel Visa (it's blue like Jude Law's eyes), and you would like to access your account online, please send an email to debby.baughn@wwu.edu with "ACTIVATE" in the subject line. If you already access your account via the PaymentNet website, do not send an email. Nothing will change with your current account set-up.

If you would like to apply for a Travel Card, please visit the Travel website (from the WWU homepage index, choose "T" for travel), and click on "Credit Card Application."

If you have any questions, please call Debby Baughn at the Travel Desk, X/3341 or email Debby. Thank you!

Topics This Issue

1. J Codes – The True Skinny
1. Corporate Travel Card Web Access
2. Questions and Answers
2. FY 2007 Month End Closing Schedule
2. Reimbursement Reminder



Questions and Answers

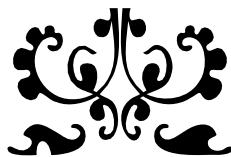
Question: I've often wondered why it is that even though Shannon Point Marine Center is physically located in Skagit County, and our purchases are shipped to Skagit County, why do we pay our sales tax rate to Whatcom County rather than the lower Skagit County sales tax rate?

Answer: The sales tax that is paid does depend on where it is shipped for **Out of State** vendors. If items are shipped to Shannon Point from out of state, then you would only pay the Skagit County sales tax rate which is 8%, however, if the Out of State vendor shipped to Whatcom County or Bellingham then the sales tax rate is 8.4%. However, if the vendor is **in** the State of Washington then the rate is based upon the vendor's location, for example, if shipped from a vendor in Seattle then the sales tax rate would be 8.8%.

Question: I heard that E codes (E132) are changing to J codes. Is that correct? Should all my charges to departments have J codes?

Answer: I'm glad you asked this question. When a department records interdepartmental revenue (H-account codes), the related charges to Chart 1 funds should be recorded to a J-account code for the interdepartmental expense side. However, in your particular case, you do not record interdepartmental revenue, just a reduction in your own expense covered by the department's expense. Since you have no interdepartmental revenue, you cannot charge interdepartmental expense. Your codes will continue to be debits and credits to E132.

[Answer provided by Diane Fuller]



“No one appreciates the very special genius of your conversations as a dog does.”

— Christopher Morley (1890 - 1957)

FY 2007 MONTH END CLOSING SCHEDULE

Month & Year	Final Date to Submit Uploads and Interfaces to Accounting	Tentative Month End Closing Date
July 2006	August 2nd	August 4th
August 2006	September 5th	September 7th
September 2006	October 3rd	October 5th
October 2006	November 2nd	November 6th
November 2006	December 4th	December 6th
December 2006	January 3rd	January 5th
January 2007	February 2nd	February 6th
February 2007	March 2nd	March 6th
March 2007	April 3rd	April 5th
April 2007	May 2nd	May 4th
May 2007	June 4th	June 6th
June 2007	July 3rd*	July 5th*

*Tentative date – subject to change
Journal Vouchers are due on the 22nd of each month.

If you have questions or comments about this schedule, please call Ryan Clough at X/3675

Reimbursement - Receipt - Reminder



Just a friendly reminder that original receipts are required for reimbursement purposes. When submitting Services/ Reimbursement Forms or Travel Expense Vouchers, please attach original receipts and keep copies for yourself.

Also, to be reimbursed for lodging, an itemized lodging receipt is required. If you do not have one, please contact your hotel and ask them to send one to you. If you cannot obtain an itemized receipt, please attach an explanation to your voucher.



Do you have any questions that you would like answered in the next *Finance Footnotes*? If so, please forward them to George Edward at the Help Desk X5890, Fax X7724, george.edward@wwu.edu or MS 1420.